

# Department-wise Arrears Calculation Document

## Document Details

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Prepared By	Finance & Accounts Department
Reviewed By	HR Department

## Summary

This document provides a detailed calculation of arrears for each department as of June 2024, considering approved salary revisions, pending bills, and other outstanding payments.

## Arrears Calculation by Department

Department	No. of Employees	Arrears Period	Total Arrears (USD)	Remarks
Human Resources	14	Jan 2024 - May 2024	5,200	Annual increment pending approval in Jan
Administration	9	Feb 2024 - May 2024	3,150	Revised DA implemented from Feb
Finance	7	Jan 2024 - May 2024	4,050	Arrear due to salary correction
IT Support	10	Mar 2024 - May 2024	2,700	New pay scale effective March
Operations	21	Jan 2024 - May 2024	8,900	Overtime arrears included

## Total Arrears Summary

Total Employees	Total Arrears (USD)
61	24,000

### Important Notes:

- All calculations are based on records available as of the document date.
- Any department-specific discrepancies should be reported to the Accounts Department within 5 working days.
- Arrears are subject to adjustments as per revised government/corporate policies.
- This document must be approved by both Finance and HR before salary disbursement.